

# ADMINISTRATIVE DEPUTY II

(Classified)

## RESTRICTED TO THE EMPLOYEES OF THE COUNTY OF LOS ANGELES



### THE OPPORTUNITY:

The Administrative Deputy II reports to Chief Deputy Director and directs, through subordinate managers, all departmental administrative support functions and services. This responsibility includes planning, managing, coordinating, administering, and evaluating all aspects of Treasurer and Tax Collector Administrative Division that include finance, budget, and human resources, contract administration, facilities management, and materials management. The incumbent is required to apply an advanced knowledge of organizational planning and management, fiscal and budget administration, personnel management, employee relations, and departmental programs, policies and procedures.

### ANNUAL SALARY: \$113,541—\$171,853

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

### FILING PERIOD:

July 6, 2015—July 20, 2015

### APPLICATION INFORMATION:

All applicants are required to submit a standard Los Angeles County Employment Application, Supplemental Questionnaire, resume and a letter of interest on-line only.

To view the complete details of this announcement, click on the link below:

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25082&siteid=5045&jobid=1458896>

### CONTACT INFORMATION

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